

# Creating Provider Correction Notes

1. Once a provider note has been finalized, the only way to update information is by adding a correction note. Correction Notes can only be entered on providers where you are listed as the Worker Creating Note or Worker Making Contact. To create the correction note, select the provider note that needs a correction from your desktop or via Search by expanding the provider, expand the Narrative icon, and click the hyperlink to open the note.

**Provider, Female (9221778)**  
Provider details:  
Foster Home Level 2  
License status: Active-Regular  
Des: Milwaukee

**Provider address:**  
123 Main Street  
Milwaukee, WI 52124 (Milwaukee County)  
(608) 266-5642

**Primary worker/licensor:**  
Coke, Caitlin M., III  
(123) 456-7890 Ext. 1234  
[caitlin.coke@wisconsin.gov](mailto:caitlin.coke@wisconsin.gov)

**Actions:**  
Please select an action ▼

+ View provider information

**Provider, Foster (9221762)**  
Provider details:  
Foster Home  
License status: Not Licensed  
Des: Milwaukee

**Provider address:**  
111 Main  
Dairyland, WI 54830 (Brown County)

**Primary worker/licensor:**  
Coke, Caitlin M., III  
(123) 456-7890 Ext. 1234  
[caitlin.coke@wisconsin.gov](mailto:caitlin.coke@wisconsin.gov)

**Actions:**  
Please select an action ▲

- View provider information

Assignments

Licenses

Placements

Background Checks

Members

Basic

Narratives

Home Inquiries

Parent Agency

Narratives

OHCU (Details)

10/01/2012

Coke, Caitlin M., III

Licensing

Finalized

2. Click the 'Insert Correction Note' button and a new Correction narrative box will be editable in the Narrative group box. Enter text in the Correction narrative field and click Save.

Provider Note - Windows Internet Explorer

e WiSACWIS

Print Spell Check WBC Help ?

Provider: Provider, Foster ( 9221762) Worker Creating Note: Coke, Caitlin M. Worker Making Contact: Coke, Caitlin M.

Provider Note ID: 9223411 Date Entered: 10/22/2012 04:19 PM ☒ Note Finalized

**Note Information**

Date: 10/01/2012 Category: OHCU

Begin Time: 08:00 AM PM Type: Licensing

End Time: 00:00 AM PM Duration: 0000.0 Billable

**Narrative**

Correction

Correction note entered here...

More... Less... Default

Options: Go

Insert Correction Note Clear Fields Create Save Close

Done

Local intranet | Protected Mode: Off 100%

Provider Note - Windows Internet Explorer

**eWiSACWIS** Print Spell Check Help

Provider: Provider, Foster ( 9221762) Worker Creating Note: Cake, Caitlin M. Worker Making Contact: Cake, Caitlin M.

Provider Note ID: 9223411 Date Entered: 10/22/2012 04:19 PM ☒ Note Finalized

**Note Information**

Date: 10/01/2012 Category: OHCU

Begin Time: 08:00 AM PM Type: Licensing

End Time: 00:00 AM PM Duration: 0000.0 ☐ Billable

**Narrative**

Provider Note 1/2

provider note here...

[More...](#) [Less...](#) [Default](#)

Provider Note 2/2 Correction 10/22/2012

Correction note entered here...

[More...](#) [Less...](#) [Default](#)

Options:

Done Local intranet | Protected Mode: Off 100%

**Note:** Correction Notes are not editable after save.